

S E C R E T

HTA-AS-22
30 December 1957

MEMORANDUM FOR: All Personnel

REFERENCE: Film Handling, HTA-AS-21, 10 December 1957

SUBJECT: Film Handling

1. As noted in the referenced memorandum, the Project Director was recently advised by Eastman Kodak that certain duplicate positive films were so badly scratched that they were unsuitable for reproducing duplicate negatives. Accordingly, restrictions were imposed upon the release and use of these transparencies. Because of further information received this date by the Project Director from Eastman Kodak to the effect that the duplicate positive transparencies for five complete missions are so badly damaged that reproduction is not feasible, it is now obviously necessary that strict film handling procedures be formally established and observed by all personnel who come in contact with film.

2. The following film-handling precautions and procedures are to be observed by all personnel in the future:

(1) White gloves will be worn by all personnel handling film; this includes both negatives and duplicate positives. Unit supply cabinets should be stocked with these gloves and supervisors are directed to see that clean gloves are used by personnel under their direction whenever film is handled.

(2) Light tables are to be kept covered with plastic covers at all times when not in use. Prior to use, all light tables will be vacuumed cleaned thoroughly.

(3) Extreme care must be taken in properly placing the film on the cleaned table, threading the film (emulsion side down) through the guides and winding the film over the table. Rapid winding of the film over the table is almost certain to scratch it and must not be done.

(4) Insofar as possible, film positives should be given the same care that is given original negatives.

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3. Static eliminators will be used by the Master Files Section to ensure that all film is issued as free from dust and harmful abrasive materials as possible. Film will be routinely cleaned again in the Master Files before it is returned to storage.

4. Only work copy (wc) duplicate positive transparencies may be cut or altered without specific authorization by Mr. Lundahl,
[REDACTED]

25X1A

5. Original negatives will not be drawn from the file and used without specific authorization by Mr. Lundahl, [REDACTED] or [REDACTED] except for preparation of film evaluations by the Operational Support Branch.

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6. It is presumed that all personnel are aware of the fact that the original negatives of the film which they handle is invaluable and duplication processes invariably tend to tax the quality of the original film. Adding to this the high cost of actual duplication, it should be obvious to all that extreme care must be exercised in handling film entrusted to our use.

(Fw)

[REDACTED]
Executive, HTAUTOMAT

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